

**AVRA WATER CO-OP, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Wednesday, February 16, 2022**

1. CALL TO ORDER

President Davy Marlow called the meeting to order at 7:05 p.m.

2. ROLL CALL

Board Members present at the meeting included:

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|------------------------|-----------------------------|
| Davy Marlow, President | Joe Barber, Vice President |
| Jack Wheat, Treasurer | Colleen McDonald, Secretary |
| Keith Winans, Director | Doug Schneider, Director |

Staff Members present at the meeting included:

| | |
|--|---------------------------------------|
| Cathy Kuefler, Administrative Manager | Sal Madrid, Operations Superintendent |
| Linda Coronado, Administrative Assistant | |

3. CALL TO MEMBERSHIP AND WELCOME TO GUESTS –

No guests were in attendance.

4. REVISION AND ADOPTION OF THE AGENDA FOR February 16, 2022

MOTION: It was moved by Colleen McDonald to approve the agenda for February 16, 2022.

**SECONDED
APPROVED**

5. READING, CORRECTION AND APPROVAL OF PREVIOUS BOARD MINUTES

MOTION: It was moved by Colleen McDonald to approve the minutes from the Regular Board Meeting on January 19, 2022.

**SECONDED
APPROVED**

6. OFFICER'S REPORT

PRESIDENT'S REPORT – President had nothing to report.

TREASURER'S REPORT – Treasurer reported income was in excess of expenses and there were all “yes’s” on the financial reports for the month of January. He also expects to see accounts rise as inflation hits.

MOTION: A motion was made by Keith Winans to approve the Treasurer's report.

**SECONDED
APPROVED**

7. ADMINISTRATIVE MANAGER'S REPORT

COVID-19 – One employee got hit with Covid and is following the CDC guidelines.

DNP's – We delayed DNP's this month by a day. All first timers were contacted and we ended up with 36 disconnections this month.

Bi-Monthly Meter Reading – We found 6 leaks, and completed 13 service orders. Our member are really happy with this program that is helping them catch leaks sooner.

CDBG – Our contract for the 20-21 Fiscal Year came today and has been signed. We receive \$25,000 for 150 new meters. Having trouble getting meters because of the chip shortage so will reach out to Pima County to see if we can do ½ meters and ½ MXUs.

RWAA – Met with our RW rep. They have a new Executive Director who is focusing on restructuring and having more leadership training. Will be doing just one conference a year in Prescott and hope to see more training on the agenda. Will keep the board posted.

Conflict of Interest and Mission Statement Review – discussed in new business.

ADWR, ADOR & ACC Annual Reports – We have started on these three reports that will be due in the next few months. Heather has also received the information and has started on them as well.

MOTION: A motion was made by Colleen McDonald to approve the Administrative Manager's report.

SECONDED

APPROVED

8. OPERATIONS MANAGER'S REPORT

- Service relocations – Two were relocated in section 4.
- Building Improvements – Reinforced and painted steps on the front deck and added another set of steps.
- Service leak – Section 4
- Orange Grove Rd graded the road down to Well 10 & Well 11.
- Bobcat: added bollards around some meter boxes to protect it from trash trucks running over them.
- Cut holes in meter box lids for the MXU's & cleaned boxes in Section 4.
- Ina – We have measured the line that needs to be replaced. Spoke with an engineer to get an idea of the process needed to repair the line. There will be a community meeting in the PR park on April 2 at 10:30 to discuss.

MOTION: A motion was made by Jack Wheat to approve the Operations Superintendent's Report.

SECONDED

APPROVED

9. UNFISHED BUSINESS – No unfinished business

10. NEW BUSINESS –

10.1 – Annual Review of the Conflict of Interest Policy and Mission Statement – The board had no changes to the Mission Statement and they all signed the Conflict of Interest Policy.

MOTION: A motion was made by Colleen McDonald to adjourn.

SECONDED

APPROVED

The Board adjourned at 7:32 p.m.

Respectfully submitted by,

Linda Coronado

Administrative Assistant

Approved by the Co-op Board on March 16, 2022.


Colleen McDonald, Secretary